

Stakeholder Worksheet

Prepared by: [Program Manager]

Do NOT distribute after completed

This table contains sample information to help start the process. It is not complete. Please do not limit your stakeholders to the items in this table.

Name and Role	Main Goal of Communication	Communication Preferences (how often, method, and detail)	Overrun Tolerances	Notes
<p><i>Examples: project sponsor, team member, end user, support, program sponsor, project managers,</i></p>	<p><i>Examples: encourage collaboration action on specific risks or issues provide money or time or resources prioritize project provide public support/sponsorship improve team morale recognize team performance influence attitude manage expectations ensure future timely responses</i></p>	<p><i>How often examples: daily weekly major milestones exceptions only as they occur on demand</i></p> <p><i>Method examples: in person sharepoint email report informal conversations presentations conferences special events newspaper articles newsletters web sites web casts through executive sponsor only</i></p> <p><i>Detail examples: all tasks and details milestones and issues issues only general progress against schedule general information about program</i></p>	<p><i>Describe their tolerances for a budget or schedule overrun. Which would they prefer? What are acceptable reasons for such an overrun.</i></p>	<p><i>Other notes (not all need to be documented, but they should be thought about): special interests, impacts on their group, higher priority initiatives, how will they measure success, what is their attitude, do they have a big influence over other stakeholders, how have they affected other projects, who do they influence and who influences them, perceived benefits if program succeeds, perceived benefits if program fail.</i></p>

Name and Role	Main Goal of Communication	Communication Preferences (how often, method, and detail)	Overrun Tolerances	Notes
Campus IT Groups				
ITPC subcommittee members				
Other folks using program resources				
Owners of any systems that interface with or can be affected by this program				
Potential clients including current clients of other ongoing work				
Specific Clients				
Specific Functional Representatives				
Specific team members				
Support team				
Vendors				
Students				
Campus Business				

Name and Role	Main Goal of Communication	Communication Preferences (how often, method, and detail)	Overrun Tolerances	Notes
Managers				
Faculty				
Principle Investigators				
Granting agencies				
Community members				